



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

CHIEF DEPUTY, PUBLIC DEFENDER

Class No. 000370

■ CLASSIFICATION PURPOSE

To manage the activities of an assigned division; to represent the Public Defender or Alternate Public Defender in the most significant legal matters; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an unclassified management position allocated to the Offices of the Public Defender and Alternate Public Defender. Incumbents report to the Public Defender or Alternate Public Defender and have significant responsibility for formulating and implementing policies and procedures involving the legal representation of county indigent criminal defendants, managing the activities of an assigned division consisting of professional attorneys and support services staff.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, and coordinates the activities of either the Criminal or Child Advocacy Defense Division.
2. Identifies, formulates, and recommends legal policies and procedures for the division in support of departmental goals.
3. Represents the Public Defender or Alternate Public Defender during trials with major legal significance or high public exposure.
4. Consults with County officials on significant legal and administrative matters.
5. Plans and coordinates the training of staff attorneys regarding legal and defense techniques in criminal law, civil law, dependency/delinquency procedures, defense techniques, and the medical, psychological, and social aspects of the representation of children.
6. Develops and maintains legal procedure guidelines for use within the department.
7. Performs special legal research and projects.
8. Identifies operational problems and formulates appropriate solutions.
9. Responds to inquiries from the news media and other interested parties.
10. Acts in the absence of the Department Head or Assistant Department Head.
11. Supervises subordinate staff.
12. Provides high quality service to County employees, representatives of outside agencies and members of the public.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Court proceedings, discovery techniques, jury selection, and other matters related to trial and appellate practices.
- Rules of practices of State and Federal trials, appellate courts, and quasi-judicial bodies.
- State and Federal statutory and case law applicable to local jurisdictions in California.
- Methodologies of legal research.
- Criminal, constitutional, and civil law.

- Principles of general administration, management, supervision and training.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, direct, organize, and coordinate the activities of either the Criminal or Child Advocacy Defense Division.
- Identify, formulate, and recommend legal policies and procedures for the division in support of departmental goals.
- Supervise and train the work of subordinate attorneys and professional support staff.
- Analyze legal problems that have major legal significance or high public exposure.
- Apply appropriate legal principles and practices.
- Present legal research, statements of fact, argument, and recommendations concerning public defense systems and services.
- Establish and maintain cooperative working relationships of the legal profession, public officials, and court personnel.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ **EDUCATION/EXPERIENCE**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: five (5) years of professional experience as a government attorney, attorney in a large law firm, or private attorney practicing in the field of criminal law, of which three (3) years must have included managing the overall activities of a major division of subordinate attorneys and support staff, and formulating and implementing legal policies and procedures.

■ **SPECIAL NOTES, LICENSES, OR REQUIREMENTS**

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

The incumbent must be an active member in good standing with the State Bar of California. The incumbent must have been a practicing attorney in all courts of the state for at least the year preceding appointment.

Working Condition

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

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